	INDIANA DEPARTMENT OF CHILD SERVICES	
	PROBATION SERVICES MANUAL	
	Chapter 2: Placements	Effective Date:
	Section 9: Adding and Managing Placements	Version: 1

GUIDANCE

Adding and Managing Placements

After entering the initial placement and completing the placement wizard, placement history is maintained and managed on the Placement tab. The “Placements” section of the application is designed so that when the next action is taken – add new placement, add trial home visit or add runaway - the previous placement is end dated. This prevents major gaps or overlaps in placements. The final placement/trial home visit/runaway is end dated based upon the “Actual End Date” entered when the placement case is finally closed.


Now that the initial placement is displayed, the ability to add a placement, add a Trial Home Visit (THV) or add a Runaway are now enabled. The ability to “Edit Placements” is now also available.

CASE: - Basic Abby Action: [Add New Service Referral](#) [Go](#)

Case Information Services **Placements** Hearings Income Attachments Notifications

Has there been a court ordered removal and placement?:* ☐ No ☒ Yes

ESC REFERRALS: [Add ESC Placement Referral](#)

	Start Date	End Date	Provider Name	Print
13074271	2/8/2013 10:00:00 PM	2/9/2013 2:00:00 PM	LUTHERWOOD RESIDENTIAL TREATMENT CENTER 32095	

DISABILITIES: [Add Disability](#)

Disability Type	Disability Sub Type	Diagnosed Date	Action
Allergy	Plants or flowers - pollen - chronic disease	09/21/2012	Edit X
Blood Disorder	Anemia (aplastic)	01/21/2013	Edit X

PERMANENCY PLAN: [Add Permanency Plan](#)

Plan	Begin Date	End Date	Create Date	Action
Reunification	04/09/2013	10/09/2013	05/17/2013	Edit X

PLACEMENTS: [Missing a Resource?](#) [Add Placement](#) [Add Runaway from Placement](#) [Add Trial Home Visit](#) [Edit Placements](#)

Person	Resource	Start Date	End Date	Action	Action
<input checked="" type="checkbox"/> Basic, Abby	DAMAR SERVICES-GIRLS TREATMENT UNIT 73863	4/9/2013 11:00:00 AM		View	Add ICPR

2.7: Add Placement

Additional placements may be added by clicking on the “Add Placement”. The initial screen is a simple pop-up.

The screenshot shows a web browser window with a URL bar displaying <https://financialsqa.dcs.in.gov/ICWIS/CasePlacement.aspx?ControlParameterVa>. A modal pop-up window titled "New Placement:" is centered on the screen. Inside the pop-up, there are two required text input fields: "Resource ID:*" and "Start Date:*. The "Resource ID" field has a magnifying glass icon to its right. Below these fields are "Save" and "Close" buttons. The background of the browser window shows a table with columns for "Resource", "Start Date", and "End Date". Visible rows include "Disability Sub", "Plants or flowe", and "Anemia (aplas". To the right of the table, there are "Add ESC Plac", "Action", "Edit", "Edit", "Add P", "Action", "Edit", and "Add Trial Home Visit" links.

Clicking on the magnifying glass next to the Resource ID field, enables the fuller search screen within KidTraks so that one can search by type of resource, resource name, legacy resource ID and MaGIK resource ID. It is recommended that only a couple of search fields be used to locate the desired resource.

KidTraks - Resource Lookup -- Webpage Dialog

https://financialsqa.dcs.in.gov/ICWIS/ProbationResourceLookup.aspx

Resource Lookup

Resource ID: Contains []

Resource Type: Equal Foster Family

Resource Name: Contains Peterson

County: Equal []

Legacy Resource ID: Equal []

MaGIK Resource ID: Equal []

Search Clear Cancel

Search Results: 24 Records Found

	Resource ID	Resource Type	Resource Name
Select	29086002	Foster Family Home	PETERSON, WAYNE
Select	159085933	FOSTER	PETERSON JAY AND LOIS
Select	309282245	Foster Family Home	AYNNAYKA TONYA DAVIS and JOSEPH LEE PETERSON
Select	398024284	Foster Family Home	AMANDA PETERSON and RICHARD PRUITT
Select	431900264	UNLICENSED	PETERSON JANET
Select	476666250	FOSTER	Peterson, Christie

Once the results are returned, click the “select” in the first column of the desired resource. The resource name and ID will auto populate into the pop-up screen. Select the begin date for this placement using the calendar and select the time that the child arrived at this placement using the clock.

KidTraks - Case Placement -- Webpage Dialog

https://financialsqa.dcs.in.gov/ICWIS/CasePlacement.aspx?ControlParameterVa

New Placement:

Resource ID:*
 Theresa Robertson and Timothy Robertson

Relationship:*
 no relationship

Start Date:*

Save Close

Begin Date
 04/09/2013

Source?
 Robertson and

SERVICES-GIRL

13 10:00:00

https://financialsqa.dcs.in.gov/ICWIS/CasePlacement.a Internet

Then click "Save" and the placement information will be saved to the placement history grid.

Blood Disorder	Anemia (aplastic)	01/21/2013	Edit	X
PERMANENCY PLAN:				
Add Permanency Plan				
Plan	Begin Date	End Date	Create Date	Action
Reunification	04/09/2013	10/09/2013	06/17/2013	Edit X
PLACEMENTS: Missing a Resource?				
Add Placement Add Runaway from Placement Add Trial Home Visit Edit Placements				
Person	Resource	Start Date	End Date	Action
<input type="checkbox"/> Basic, Abby	Theresa Robertson and Timothy Robertson (no relationship)	4/30/2013 10:00:00 AM		View Add ICPR
<input type="checkbox"/> Basic, Abby	DAMAR SERVICES-GIRLS TREATMENT UNIT 73863	4/9/2013 11:00:00 AM	4/30/2013 10:00:00 AM	View Add ICPR